

# MEETING MINUTES

**April 16, 2009**

## **GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED**

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. April 16, 2009 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

### **ATTENDANCE:**

Committee: Penney Hall (Chairperson); LuAnn Summers for Brenda Bates; Everette Sullivan; Jan Smith, Jan Lilly-Stewart, Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Pam Holt.

Guests: Brenda Hellwig, Job Squad, Inc.

### **MOTION #1**

**Mr. Sullivan moved to approve the minutes as presented. Ms. Smith seconded. Motion passed.**

### **COMMITTEE CHAIR REPORT:**

Ms. Hall reported the new members were confirmed on the last night of the legislative session. She also reported the rules had been approved and were awaiting the Governor's signature.

### **EXECUTIVE SECRETARY REPORT:**

Mr. Price reported.

#### **February**

\$3,548.75 - Annual Allocation

1.76 - Total Expenses Paid

\$3,546.99 - Balance Remaining FY'08

#### **April**

\$3,546.99 - Annual Allocation

2,036.89 - Total Expenses Paid

\$1,510.10 - Balance Remaining FY09

He said there was still an outstanding invoice of approximately \$3,000 for the web site development and one for about \$66 for new letterhead.

## **EXECUTIVE DIRECTOR REPORT:**

Mr. Raber reported he and Ms. Hall met with Emma Sue Smith and John Lloyd from Green Acres and Bob Johnson from the Sheltered Workshop of Nicholas County regarding the continuation of having bottled water on the Statewide contract. Since the last meeting of the Committee there have been complaints about delivery of water. He said he and Ms. Hall saw many areas where they could improve upon dramatically in order to make the operation more efficient. Those ideas were conveyed to Green Acres. Ms. Hall requested Green Acres present a business plan to the Governor's Committee for consideration at the May meeting.

There was discussion regarding the operations of Green Acres and the need to invest funds into the bottled water program, if they are going to sustain the operation. Ms. Hall said this Committee will have to make a decision regarding bottled water based upon the business plan that is submitted.

Mr. Raber reported he had contracted with Ken Kennedy to prepare the commodities contract. Mr. Kennedy was the point person for this contract when he worked for WVARF and has the expertise to get this contract completed in the needed time frame.

The spreadsheet used for pricing janitorial contracts was sent to Mike Sheets in the Purchasing Division for review. Mr. Sheets found no errors in the formulas or calculations. He did have questions concerning substitute days but that item was reviewed and approved by the Governor's Committee. Ms. Hall said substitute days are when employees are off for some reason. Employees get 16 days off each year with pay. Mr. Sheets is concerned that if their janitor is off the CRP pulls a janitor from another building instead of getting a substitute. This is one of the items to address when field reviews are conducted to ensure the CRPs are using the substitute days correctly

He said new officers were nominated and voted into office by WVARF membership last week and they are:

President – Liz Sampson, Clay County Services;  
Vice President – Michael Hagg, Hancock County Sheltered Workshop;  
Secretary/Treasurer – Sherrie Briggs, W.A.T.C.H.

He reported he was appointed as the new Executive Director in March. He said he had met with Debbie Lovely to discuss the role of CNA and that of the CNA Committee. The CNA Committee has fiscal responsibility of the program.

## **CONTRACT PRESENTATIONS:**

### **New contract:**

Ms. Holt presented a janitorial contract for the WV Public Employees Day Care Center. The contract was awarded to Goodwill Industries of Kanawha Valley because they have an existing relationship with General Services. The annual Fair Market Price is \$12,740.40.

### **MOTION #2**

**Mr. Sullivan moved to approve the fair market price of \$12,740.40 for the WV Public Employees Day Care Center. Ms. Smith seconded. Motion passed.**

Ms. Holt reported that DOH District 6 in Moundsville wanted janitorial services. Two CRPs expressed interest in the contract. There were two differences between the CRPs according to the Qualifying Matrix, the distance between the CRPs and the DOH operation and the amount of State Use work each of the CRPs currently have.

**MOTION #3**

**Ms. Smith moved to award the contract to CRP #2. Ms. Summers seconded. Motion passed.**

Ms. Holt reported that DHHR in Moundsville wanted janitorial services. The same two CRPs expressed interest in the contract. Again, there were two differences between the CRPs according to the Qualifying Matrix, the distance between the CRPs and the DOH operation and the amount of State Use work each of the CRPs currently have.

**MOTION #4**

**Ms. Smith moved to assign the contract to CRP #2. Mr. Sullivan seconded. Motion Passed.**

The winning CRP in both cases was Northwood Health Systems.

Ms. Holt presented two CRPs which were interested in the grounds maintenance contract for Coal Heritage in Bramwell, WV. Coal Heritage had dropped their janitorial contract with WVARF. Committee members questioned why it was dropped. WVARF staff did not know the answer because this happen prior to their employment with WVARF.

After reviewing the Qualifying Matrix:

**MOTION #5**

**Ms. Smith moved to approve CRP #1 if the customer did not drop the janitorial contract because of dissatisfaction with the work performed by this CRP. If the customer expressed dissatisfaction than the contract is to be rewarded to CRP #2. Mr. Sullivan seconded. Motion passed**

The winning CRP was the Mercer County Sheltered Workshop

Ms. Smith reported she had requested on behalf of the Op Shop that the Fairmont State University contract be on the agenda next month. They have agreed to a 70 cent per hour raise in labor costs. They have also requested that this contract be a three year contract with a cap of 2% per year increase unless there is another federal minimum wage increase.

Ms. Hall reported the Op Shop had requested by letter a priority set-aside for a cleaning process that extracts imbedded contaminants, cleans, restores and shields tile and grout. The Op Shop will be purchasing the SaniGlaze franchise. The Op Shop will hold the only franchise for the entire state of West Virginia. Within the next 90 days Ms. Smith has to provide evidence that the Op Shop is doing product development, and a business plan. From that point she has nine months to provide the necessary information (business plan, costing schedule) to get this service on the statewide contract.

**CONTRACT COMPLAINTS:**

With the exception of bottled water there were no contract complaints.

## **OLD BUSINESS:**

Ms. Hellwig, with Job Squad, reported to the Committee her business has entered into a contract with Champion Industries for mail presort. Job Squad is physically moving their operations to Champion however they will maintain their own separate operations. Job Squad will continue to do the state mail presort exclusively. In addition, they will assist Champion whenever needed.

## **FINANCIAL REPORT:**

Mr. Miller reported that the year-to-date sales were \$7,813,808. The over 90 days account receivables as of March 31 were \$36,208 or 2.68% of the total accounts receivables.

Ms. Hall asked if anyone had questions regarding the financial audit which was mailed to the members. There was a question about this year's audit since the State Use funds are now separate from the Association funds. Ms. Hall said she believed WVARF needs to do a separate audit of the State Use funds. Mr. Miller said this issue needs to be discussed with the external auditor.

## **NEW BUSINESS:**

Ms. Hall reported the ratio reports had been mailed to members. There were three CRPs which were below the 75% minimum ratio of people with disabilities working on State Use contract, Pace Tec, Randolph County and Pretera Center. This is the second quarter in a row where Randolph County has not gotten their report in on time. Ms. Hall will send a letter to these three CRPs reminding them of their obligation of getting these reports in on time.

## **MOTION #6**

**Mr. Sullivan made a motion to adjourn.**